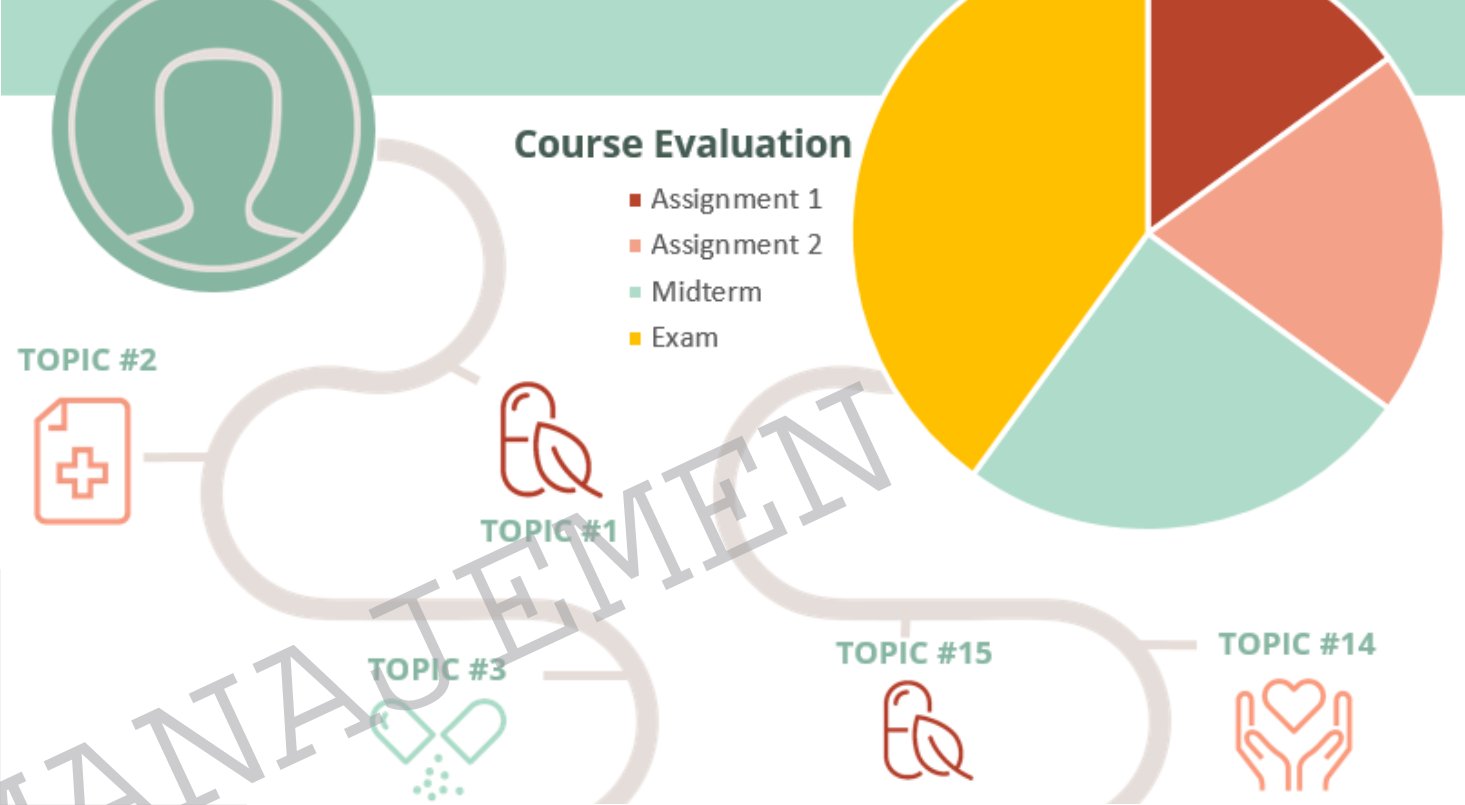




DESIGNING LEARNING PROGRAM

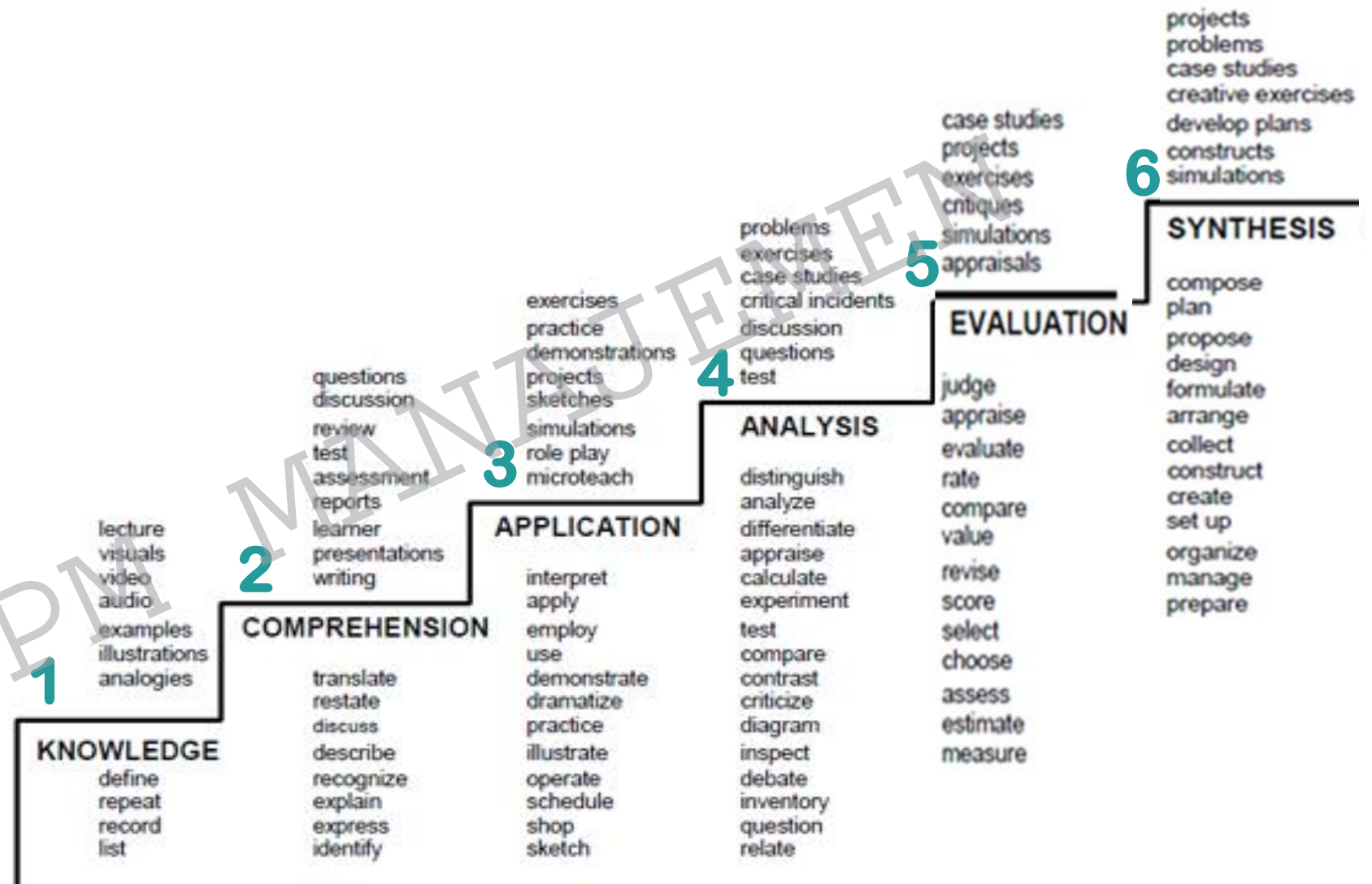
Designing Learning Syllabus



Designing Learning Syllabus

Learning Objectives	
Learning Outcomes Per Modules	
Learning Objectives Per Sessions	
Lesson	
Conten	
Activities/Methodes	

Bloom's Taxonomy



Defining Learning Outcomes

6 LEADERSHIP BEHAVIOURS

SCA	EXE	LIC
CEC	GRT	WOT

LEARNING NEEDS	
Interpersonal Relationship	INR
Agility	AGL
Forward Thinking	FWT
Analytical Thinking	ATG
Problem Solving	PRS
Building Collaborative Partnership	BCP
Managing Change	CHG
Impact & Influence	INF
Creativity & Innovation	CRI
Developing Others	DEV
Concern for Order	CFO
Achievement Orientation	ACH
Entrepreneurship	ENT

Defining Learning Outcomes

LEARNING NEEDS		DEFINITION
Interpersonal Relationship	INR	Establishes, develops, and maintains effective interpersonal, professional relationships with peers , supervisors, supervisees, organizations, and customers (stakeholders)
Agility	AGL	The ability to change self/ team/ organization to deal with the unexpected situation/ environment
Forward Thinking	FWT	The ability to predict trends and opportunities then anticipate its impact to the organizational direction
Analytical Thinking	ATG	The ability to identify and examine the basic elements or parts of (something) especially for discovering interrelationships in order to comprehend the main issues/problems
Problem Solving	PRS	Ability to develop alternative solutions to problems; make decisions and appropriate steps to implement solution
Building Collaborative Partnership	BCP	Identifying potential partner and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals that foster the growth and development of company targets.
Managing Change	CHG	The ability to create the climate for change, engage & enable organization to change, and implementing & sustaining change
Impact & Influence	INF	Creating a good first impression, commanding attention and respect, showing a significant level of confidence and influence.
Creativity & Innovation	CRI	The ability to develop new original methods and approaches in order to improve or achieve better performance
Developing Others	DEV	Planning and supporting the development of individuals' competencies so that they can fulfill current or future job/role responsibilities more effectively.
Concern for Order	CFO	The ability to ensure all activities taken are comply to regulation/system/procedure.
Achievement Orientation	ACH	Work with the best results even exceeds the performance standards
Entrepreneurship	ENT	The ability to take a risk and explore opportunities that support business performance, which include any effort to increase profitability and efficiency

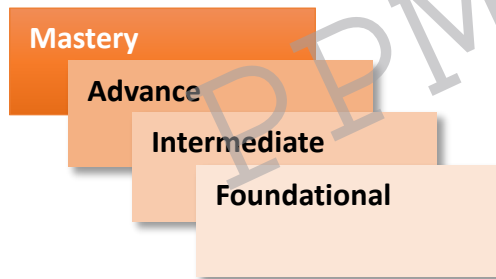


Defining Learning Outcomes

LEARNING NEEDS

INR	FWT	PRS	DEV	ENT
AGL	ATG	BCP	CFO	
CHG	INF	CRI	ACH	

PROFICIENCY LEVELS



**LEARNING
OUTCOMES**



LEARNING OUTCOMES



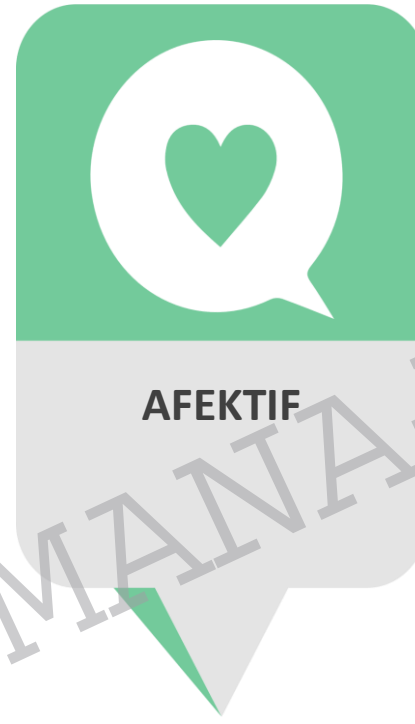
Pernyataan yang menggambarkan perubahan perilaku atau kinerja (*performance*) yang diinginkan sebagai hasil aktivitas dan interaksi dari peserta - instruktur.

KATEGORI **LEARNING OUTCOMES**

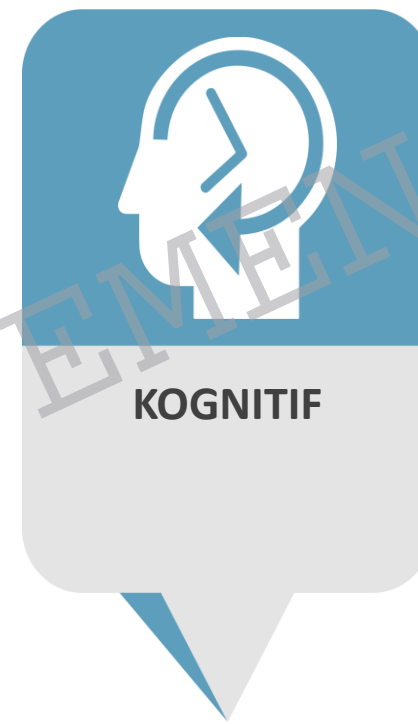


Mencakup pengontrolan otot-otot dan menggunakan gerakan-gerakan secara tepat

Kemampuan melakukan tertentu



Mencakup perasaan dan, misalnya perasaan positif terhadap bahan pelajaran yang telah diberikan



Mencakup proses, misalnya mengingat, memahami, memecahkan masalah, memproses/menganalisis



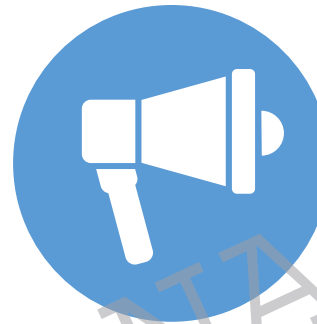
MANFAAT LEARNING OUTCOMES



Menjamin konsistensi dalam menyusun program pelatihan (bahan, metode, sarana, dsb)



Memudahkan komunikasi diantara pihak-pihak terkait



Memberi kejelasan bagi peserta



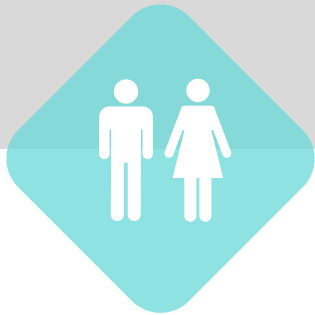
Memudahkan penilaian atau evaluasi kemajuan peserta dalam mengikuti pelatihan



Memudahkan penilaian atau evaluasi hasil program pelatihan



EMPAT KOMPONEN RUMUSAN LEARNING OUTCOMES & OBJECTIVES



AUDIENCE

Target peserta pembelajaran



BEHAVIOR

Perilaku yang diharapkan dilakukan peserta setelah selesai mengikuti proses pembelajaran



CONDITION

Kondisi yang diciptakan/ dipersyaratkan agar peserta mampu memunculkan perilaku yang diharapkan



DEGREE

Batas minimal tingkat keberhasilan yang harus dipenuhi dalam mencapai perilaku yang diharapkan

Apa yang ingin dicapai dalam modul pembelajaran

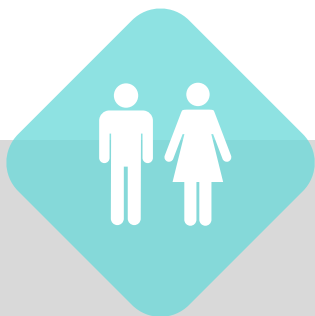
Apa yang ingin dicapai dalam setiap sesi pembelajaran



CONTOH RUMUSAN LEARNING OUTCOMES

MODUL

PRACTICAL PROBLEM SOLVING & DECISION MAKING



AUDIENCE

Assistant
Senior Assistant
Senior Executive Agent
Supervisor



BEHAVIOR

- Menjelaskan teknis dan proses pemecahan masalah & pengambilan keputusan
- Memberi kontribusi dalam pemecahan masalah & pengambilan keputusan di lingkup pekerjaannya



CONDITION

- Menerima informasi mengenai kerangka pemecahan masalah yang akan digunakan
- Memperoleh akses ke data masalah yang membutuhkan solusi praktis /jangka pendek



DEGREE

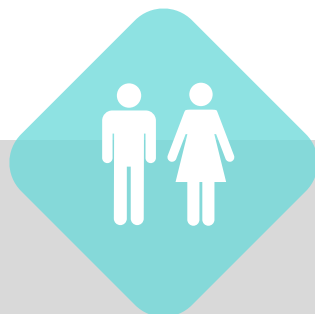
Melakukan 4 langkah pengambilan keputusan dengan konsep MINAUT secara tepat.

*Setelah mengikuti pelatihan Practical Problem Solving & Decision Making, para Assistant diharapkan dapat **menjelaskan** teknis dan proses pemecahan masalah dan pengambilan keputusan; serta mampu **memberi kontribusi dalam pemecahan masalah** dan pengambilan keputusan di lingkup pekerjaannya dengan **menggunakan 4 langkah** pengambilan keputusan MINAUT secara tepat.*

CONTOH RUMUSAN LEARNING OBJECTIVES

MODUL

PRACTICAL PROBLEM SOLVING & DECISION MAKING



AUDIENCE

Assistant
Senior Assistant
Senior Executive Agent
Supervisor



BEHAVIOR

- Menjelaskan teknis dan proses pemecahan masalah & pengambilan keputusan
- Memberi kontribusi dalam pemecahan masalah & pengambilan keputusan di lingkup pekerjaannya



CONDITION

- Menerima informasi mengenai kerangka pemecahan masalah yang akan digunakan
- Memperoleh akses ke data masalah yang membutuhkan solusi praktis /jangka pendek



DEGREE

Melakukan 4 langkah pengambilan keputusan dengan konsep MINAUT secara tepat.

Setelah mengikuti pelatihan Practical Problem Solving & Decision Making, para Assistant diharapkan dapat:

- 1. Mengenali, memperjelas serta memprioritaskan masalah*
- 2. Memilih informasi yang relevan, terkini, dan akurat dalam melakukan analisis persoalan agar dapat menemukan sebab dari suatu persoalan*
- 3. Membuat keputusan yang berlandaskan sasaran yang realistis dengan mempertimbangkan konsekuensi yang mungkin merugikan*
- 4. Menyusun rencana tindakan dan menyusun rencana antisipasi atas kemungkinan kegagalan rencana tindakan tersebut*

Interactive Learning Planner

Panduan Memilih Metode Pembelajaran

METHOD	WHEN TO USE
PROJECTS	<ul style="list-style-type: none">• Participants have sufficient experience to apply new skills to actual work.• Participants can access real-work data or resources.• Instructors have sufficient technical expertise to guide and give feedback.• Session logistics allow time to apply new skills to real-world data.
ROLE PLAYS	<ul style="list-style-type: none">• Learning goals focus on skills such as; Application of phrases such as call greetings; Responding in accordance with legal or corporate guidelines.• Dealing with problem situations that involve people.• Applying guidelines proven to improve outcomes such as increasing sales.

Interactive Learning Planner

Panduan Memilih Metode Pembelajaran

METHOD	WHEN TO USE
CASE STUDIES	<ul style="list-style-type: none">• When you have sufficient time to develop and use a case during the session.• When session concepts and procedures will be solidified by applying them to a job-realistic situation.• When it is impractical or unsafe to practice new skills in an actual job setting.• Pre or during session as worked examples for analysis.• After a tutorial to apply guidelines to a job-realistic context.• As session introduction in problemcentered learning session designs.

Interactive Learning Planner

Panduan Memilih Metode Pembelajaran

METHOD	WHEN TO USE
COLLABORATIVE LEARNING	<ul style="list-style-type: none">• Session involves case studies, projects etc that can benefit from team work• Content is far- transfer and benefits• from diverse perspectives• Facilitators have good group management skills



Interactive Learning Planner

Panduan Memilih Metode Pembelajaran

METHOD	WHEN TO USE
STORIES	<ul style="list-style-type: none">• To motivate or to illustrate the session - What's in it for me (WIIFM)• To set expectations• As session lead-ins• To present content• To prime the pump
GAMES	<ul style="list-style-type: none">• To open or close sessions e.g.icebreakers• To engage learners in practice• To promote teamwork andVcommunication• As a review exercise• To encourage memorization• To stimulate critical thinking

